

Elkhart Lake Library Board of Trustees
Meeting Minutes of November 13, 2023

The monthly meeting of the Elkhart Lake Public Board of Trustees was held on Monday, November 13, 2023. Members present included Mary Farron, Patti Zuelke, Terri Knowles, Sarah Rudnick, Adam Engelbertson, and Lisa Doebert. Rachel Montes, Library Director, was also present. Nan Siebert and Rob Orth were absent.

President Sarah Rudnick called the meeting to order at 9:01. Motion was made and seconded (Patti / Lisa) to approve the agenda as posted. Motion passed unanimously.

PUBLIC COMMENTS/TRUSTEE COMMENTS - From the village: because of the Workforce Housing Grant the new building project has begun. The village board will hold a public hearing on the 2024 budget on Monday November 20. Rachel announced that a local author, Mary Bergin, will speak on Wednesday November 15 at 1:00 in the Grashorn Civic Center.

DISPOSITION OF MINUTES - Motion was made and seconded (Lisa / Terri) to approve the minutes as presented for the October meeting. Motion passed unanimously.

LIBRARY DIRECTORS REPORT -

- I. The Income and Expense report - Rachel reported typical spending for October with the exception of the purchase of door counters. These will help staff keep track of the number of patrons visiting the library. This information will be used in the annual report sent to the state. Motion was made and seconded to approve income and expense report(Terri / Lisa). Motion passed unanimously.
 - A. Third quarter report : Rachel reported that most budget items have remained within their allocated amounts. Exceptions are Health insurance, phone service, copier costs, and insurance which all increased during the following year.
- II. Circulation Report - Total circulation was down by 2%, but was an improvement over September. Digital resources usage continues to increase. Programs continue strong.
- III. Director's Written Report - Rachel announced that the library was named a beneficiary of the Dorian H Hammann Survivor's Trust. Discussion on this bequest will be held at a future time. Other items of note: Monthly visits to Cedar Landing began on the first Wednesday of the month. Rachel has been working on a space needs study for future expansion, began visiting other libraries and attended two sessions at the WPL Conference relating to assessing space and planning for expansion.
 - A. Director's 2024 Goals and Objectives : Rachel presented goals and objectives for 2024. Many items are a continuation, expansion or improvement of current library programs. Notable new objectives: Redesign website and mobile version, create 'welcome' packet for new patrons.

NEW BUSINESS - Library of Things Lending Policy : The policy was presented to the board. The Library of Things is a collection of nontraditional library items to complement the library mission. Approval on the policy is set for the next meeting.

Staff evaluations :

A. The Library Board will go into closed session in accordance with Wisconsin Statute 19.85 (1) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility. Motion was made and seconded (Terri / Adam). Roll call vote was taken. Board went into closed session at 9:27.

OLD BUSINESS -

- I. 2024 goals teen survey: The board reviewed results of a survey given to teens in 7th through 12th grade.
- II. Lighting project update: The board reviewed 3 proposals, eliminating one. Rachel will contact the two remaining contractors for further information.

Set date for next meeting: January 8th, 2024 at 9:00 a.m.

Confirm action items: 1. Lighting project : additional information
2, Sarah will write a job review for Rachel.

ADJOURNMENT - Motion to adjourn was made and seconded (Lisa / Adam). Motion passed unanimously at 10:05.

Respectfully Submitted
Mary Farron, Secretary